

## PERSONNEL

### Direct Deposit of Employee's Payroll

1. Direct deposit of payroll is available to all employees and required for employees contracted on or after December 1, 1997.
2. Payroll deposits will be made to one bank account only (checking or savings).
3. Monthly pay will be available to employees participating in direct deposit of payroll on the first working day of each month, except when the first falls on a weekend or a holiday. When the first falls on a weekend or a holiday, direct deposit funds will be made available the day prior. The exact time that payroll funds will be available in an employee's account may vary depending on the employee's bank. The employee's bank can advise of the hour.
4. The employee will have twelve opportunities each year to elect direct deposit of payroll depending on the contract.

<u>Deadline for</u> <u>Enrollment</u>	<u>Deposit of</u> <u>First Pay</u>
January 15	February 1
February 15	March 1
March 15	April 1
April 15	May 1
May 15	June 1
June 15	July 1
July 15 (12 mo. Employees only)	August 1
August 15(11/12 mo. Employees only)	September 1
September 15	October 1
October 15	November 1
November 15	December 1
December 15	January 1

5. Direct deposit of payroll is automatically discontinued when an employee changes banks or bank account numbers. The employee may enroll again according to the schedule stated in #4 above or perhaps sooner in special cases approved by the Assistant Superintendent for Finance.

**PERSONNEL**Direct Deposit of Employee's Payroll (continued)

6. Those employees participating in direct deposit of payroll will be required to complete a direct deposit of payroll authorization agreement.

Editor's Note

See also school board policy 5-35.

Approved by Division Superintendent:	April 17, 1990
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